



Revised: 07/21/2021

Georgia Department of Transportation Railroad Coordination Submission Checklist

Project Number	<input type="text"/>	County(s)	<input type="text"/>
PI Number	<input type="text"/>	Railroad(s)	<input type="text"/>
Project Manager	<input type="text"/>	Project Manager Phone	<input type="text"/>

GDOT or Consultant Project Designer

Name	<input type="text"/>		
Email	<input type="text"/>	Phone	<input type="text"/>

The following checklist shall be completed and signed by the Project Manager and sent along with a link to the PDF project plans to ensure that adequate review and coordination can be performed by the Railroad. All of the items listed below are required to be included in the submittal unless otherwise approved by the State Railroad Liaison Manager. Provide explanation for any exclusions in the space provided on the last page. **Please note that the Railroad Plan Coordination Submittal will not be accepted unless a completed and signed copy of this checklist is included with the submittal package.**

Typically plans are submitted and reviewed by the Railroad two or three times between PFPR & FFPR and a minimum of once when the FFPR is requested. Each review by the Railroad takes about two months. The designer should follow the PDP & PW process and flow charts when submitting plans to this office. A separate submission and checklist for each Railroad involved is required.

Please note, some of the information required below is dependent upon the Railroad involved with the respective project. To help determine which Railroad is involved use the "**Georgia Rail Map**" located on GDOT's External Website Maps page.

Often the Railroad requests closing of an at-grade crossing within the limits of the project and sometimes beyond. If so, these closings must be included in the Public Hearing/Information process and included in the Environmental Process/Document. If there is any detouring of the railroad tracks, causing detour track construction, then a Special Provision 232 will be required. Examples can be obtained from the State Railroad Liaison Manager.

The following Items are required for all Railroad Coordination Submittal Package:**Included**☐**Excluded**☐**A project description shall be submitted including:**

1. Brief description of the overall project
2. Description of the Department's contractor and the Railroad's responsibilities during construction
3. Complete description of the type of encroachment and/or impact to the Railroad right-of-way including but not limited to the following:
 - Future track requirements provided for bridge projects and parallel road projects
 - Horizontal offsets provided from the track centerline to any permanent structures
 - Existing and proposed utilities crossing over and under the tracks
 - Existing and proposed drainage structures crossing under the tracks and any drainage changes
 - Temporary at-grade Railroad crossing needed for construction staging
 - Traffic detours due to construction staging
 - Crossing Inventory # and railroad milepost

Included☐**Excluded**☐

One letter size location map showing the project area on a broad map view (Approx. Scale 1"=25 Miles). The map needs to be labeled with the north arrow and generally indicate the location of the Railroad involvement and the project within the state of Georgia since most Railroad reviewers cover multiple states.

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One All-inclusive 11"x17" size "PDF" file that contains all plan sheets (including bridge sheets, if applicable) in the area of Railroad involvement. **(No Color "PDF" files)**. Plan sheets should be in order and legible. (No CD's accepted)

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One "PDF" file that contains all other submitted Railroad submission documents, excluding the plan sheets. (No CD's accepted)

The plans must include the following information:**General Plan Requirements**

*All information detailed in the GDOT Plan Presentation Guide shall be included with these plans. **Please note that the plan sheets submitted should only cover the areas where Railroad involvement is proposed. Note: Construction plan sheets must show existing and proposed Right-of-Way and Easements on RR property (See GDOT Policy [6865-9](#))***

Included☐**Excluded**☐

Required Right of Way & Easements are shown on Construction Plan Sheets in accordance with GDOT Policy [6865-9](#) & **Temporary Easements (Easement for Construction of Slopes) to be obtained by the State Utilities Office are labeled as "Easement by Railroad Agreement".**

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Show Railroad Right of Way width on the plans

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The correct names of the Railroad, the Railroad crossing inventory number and Railroad mileposts must be on the construction plans. *(Usually this is found visiting the site or in requested survey data) (It is also helpful to include the crossing inventory number located at the site of the existing Railroad crossing when this applies. There is a six-digit number with a capital letter at the end (like **258947E**). You can go to FRA web site at <http://safetydata.fra.dot.gov/OfficeofSafety/publicsite/crossing/crossing.aspx> for further information concerning the crossing or request it from the Utilities Railroad Crossing Engineer.*

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For all at-grade crossings, show any existing Railroad warning device equipment locations within 500' of Limits of Construction.

Preliminary & Revised Preliminary Plan Submissions

The Preliminary Railroad submission should be made **after the PFPR meeting is held and any corrections made that would impact the Railroad**. Revised Preliminary Plans Submission should be made as soon as comments from the Railroad have been received and addressed. Multiple submissions may be needed, between PFPR and FFPR, until GDOT receives preliminary plan approval from the Railroad.

<u>Included</u>	<u>Excluded</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet
<input type="checkbox"/>	<input type="checkbox"/>	General Note Sheets (if any notes relate to the Railroad)
<input type="checkbox"/>	<input type="checkbox"/>	Typical Sections associated with the roadway section on the Railroad property
<input type="checkbox"/>	<input type="checkbox"/>	Construction Layout sheet if required to assist in plan review orientation on complex projects
<input type="checkbox"/>	<input type="checkbox"/>	Construction plans for all sheets showing Railroad tracks/property.
<input type="checkbox"/>	<input type="checkbox"/>	Roadway profile where roadway crosses the tracks (Roadway profile shall match top of rail elevation for at-grade crossings). See AASHTO Green Book, Section 9.12.
<input type="checkbox"/>	<input type="checkbox"/>	Existing Railroad profile in area of project that impacts railroad property for roadway projects parallel to the Railroad and for Bridge projects (500' is required in each direction from the CL of the bridge).
<input type="checkbox"/>	<input type="checkbox"/>	Staging plans that impact RR property, including the location of temporary Railroad warning devices needed during construction, or 20-series that impact railroad property.
<input type="checkbox"/>	<input type="checkbox"/>	Detour Sheet: Note that for at-grade Railroad crossings with roadway surface/track work, a full road closure will be required in construction for a <u>minimum</u> of 3 days.
<input type="checkbox"/>	<input type="checkbox"/>	Drainage profiles and cross sections showing all drainage pipes flowing under, toward and away from the Railroad property. Drainage pipes under the RR tracks and ditches parallel to RR tracks should be designed for <u>100 yr storm</u> .
<input type="checkbox"/>	<input type="checkbox"/>	<u>One</u> "PDF" of Drainage Calculations. Include sheet showing drainage patterns to and from the Railroad property. The post-developed peak flows should be shown to be equal to or less than the pre-developed condition.
<input type="checkbox"/>	<input type="checkbox"/>	Roadway cross sections in the area of the railroad property.
<input type="checkbox"/>	<input type="checkbox"/>	Existing Railroad cross sections required when there is a bridge over RR tracks and/or parallel road improvements on Railroad Property. Show the existing Railroad track, top of rail elevations, track Centerline, proposed track work (if any), Railroad right of way, parallel road improvements on Railroad Property and any proposed GDOT / public easements and / or right of way.
<input type="checkbox"/>	<input type="checkbox"/>	Utility sheets showing existing utilities in or near the of Railroad property (and proposed when available).
<input type="checkbox"/>	<input type="checkbox"/>	Signal, Signing/Marking & ATMS Plans within Railroad property. Show conduit profile, boring method and bore pits if any conduit impacts railroad property.
<input type="checkbox"/>	<input type="checkbox"/>	Erosion Control Plans that impact the RR property; include the Erosion Control Legend sheets.
<input type="checkbox"/>	<input type="checkbox"/>	Right of Way Plan sheets and description sheets that involve the RR property. Show Northing and Easting coordinates for all easements descriptions.
<input type="checkbox"/>	<input type="checkbox"/>	For Revised Preliminary Submissions: Provide all the above information along with written responses addressing all Railroad comments

For Projects with bridge(s) / Railroad involvement:

<u>Included</u>	<u>Excluded</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Show Bridge bent / column locations on construction plan sheets when applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary bridge layout sheets (layout must be approved by the Office of Bridge Design.)
<input type="checkbox"/>	<input type="checkbox"/>	Bridge overhead data sheet for NS & CSX, which can be obtained from the GDOT Bridge Manual.
<input type="checkbox"/>	<input type="checkbox"/>	If the new bridge is proposed to eliminate an existing at-grade Railroad crossing with ex. warning devices, then a cost estimate for the theoretical bridge construction will be required. Contact the State Railroad Liaison Manager for details regarding calculating Railroad participation costs.
<input type="checkbox"/>	<input type="checkbox"/>	BFI once available.
<input type="checkbox"/>	<input type="checkbox"/>	For CSX Transportation only: Provide estimated quantity and calculations of excess soil within CSX property. Include the quantity in your plan set, pay item 205-1000
<input type="text"/>		Final Railroad Lockdown Plans Date (MM/DD/YYYY).

Final Plan Submission

The final plan submission should be made **on or before the Final Railroad Lockdown Plans Date** . If changes occur to the design in the area around the Railroad after the Final Lockdown Plans Date the Project Manager will need to submit a revised plans package, with the pre-approval from the Director of Engineering.

<u>Included</u>	<u>Excluded</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Final Plan Submission should include all of the above items from the Preliminary Plan Submission, making sure all comments previously received have been addressed on the plans.
<input type="checkbox"/>	<input type="checkbox"/>	For all at-grade crossings, show any existing and proposed Railroad warning device equipment locations. The proposed information should be obtained and included in the construction plan sheets as directed by the Utilities Railroad Crossing Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	Approved Right of Way plans in the area of the Railroad property with most current revisions. Include cover, plans, area table description which should include Northing and Easting coordinates & PROP.dgn & REQD.dgn MicroStation file.
<input type="checkbox"/>	<input type="checkbox"/>	Include Georgia standards 9021A, 9022A, 9024A, 9025A, (if applicable to project). When 9021A is applicable the designer should show length of crossing surface parallel to the CL of the tracks and show/note the GDOT Contractor paving limits.
<input type="checkbox"/>	<input type="checkbox"/>	Utility sheets showing existing & proposed utility relocation in the area of Railroad involvement
<input type="text"/>	Months	Provide the estimated time of project construction in the space provided.

For Projects with bridge / Railroad involvement:

Note: When utility lines are to be suspended from the bridge, the utility line may need to be encased to meet Railroad Requirements.

<u>Yes</u>	<u>No</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Have bridge plans been approved by the State Bridge Design and Structural Engineer?

Included

Excluded

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Final Bridge Plans. (Include all bridge sheets.)

☐☐

One "PDF" file of bridge calculations if Railroad Bridge goes over roadway.

Please indicate basis for all excluded items below and any additional project information:

All required elements with the exclusions stated above have been included in the Railroad Coordination Submittal.

GDOT Project Manager

Date

If you have further questions on plan submission, please call the State Railroad Liaison Manager at 404-631-1370 or the Assistant State Railroad Coordinator at 404-631-1372.

Please submit to: State Railroad Liaison Manager
Georgia Department of Transportation
Office of Utilities
One Georgia Center
600 West Peachtree Street NW, 10th Floor
Atlanta, Georgia 30308